

Request and authority to debit the bank account named below and to pay GS1 Australia Ltd.

STEP 1 Request & Authority to Debit

GS1 Account Number(s)

Company Name

ABN

 - - -

ACN/ARBN

 - - -

Accounts Payable Contact Name

Bus. Phone

Bus. Facsimile

Accounts Payable Contact Email Address

(‘You’) request and authorise ‘GS1 Australia Ltd – ID number 105772’ to arrange for any stipulated and/or invoiced amount

GS1 Australia Ltd may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement.

STEP 2 Bank details

Insert the name and address of financial institution at which account is held.

Financial Institution Name

Financial Institution Address

Suburb

State/Country

Postcode

STEP 3 Account Details

Insert details of account to be debited.

Name of Account

BSB Number

 -

Account Number

STEP 4 Acknowledgement

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and GS1 Australia Ltd and set out in the Request and in your Direct Debit Request Service Agreement.

Signature _____

Full Name

Phone

Title

Address

Suburb

State/Country

Postcode

Please complete form and send to:

GS1 Australia, Unit 100/45 Gilby Rd Mt Waverley VIC 3149, Locked Bag 2, Mt Waverley VIC 3149

T +61 3 9558 9559 F +61 3 9558 9551 National Number: 1300 366 033 ABN: 67 005 529 920 www.gs1au.org

Direct Debit Request Service Agreement – Terms & Conditions (continuation)

Definitions

'Account' means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

'Agreement' means this Direct Debit Request Service Agreement between you and us.

'Business day' means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

'Debit day' means the day that payment by you to us is due.

'Debit payment' means a particular transaction where a debit is made.

'Direct Debit Request' means the Direct Debit Request between us and you.

'Us' or 'we' means GS1 Australia Ltd; the company with which you made this Agreement.

'You' means the customer who signed the Direct Debit Request.

'Your financial institution' is the financial institution where you hold the account that you have authorised us to arrange to debit.

1. Debiting your account

- 1.1 By signing a Direct Debit Request, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between you and us.
- 1.2 We will arrange for funds to be debited from your account only as authorised in the Direct Debit Request.
- 1.3 If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day. If you are unsure about which day your account has been or will be debited you should ask your financial institution.

2. Changes by us

- 2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days' written notice.

3. Changes by you

- 3.1 Subject to 3.2 and 3.3, you may change the arrangements under a Direct Debit Request by contacting us on telephone number: +61 3 9558 9559.
- 3.2 If you wish to stop or defer a debit payment you must notify us in writing at least 14 days' before the next debit day. This notice should be given to us in the first instance.
- 3.3 You may also cancel your authority for us to debit your account at any time by giving us 14 days' notice in writing before the next debit day. This notice should be given to us in the first instance.

4. Your obligations

- 4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.
- 4.2 If there are insufficient clear funds in your account to meet a debit payment:
 - (a) you may be charged a fee and/or interest by your financial institution;
 - (b) you may also incur fees or charges imposed or incurred by us; and
 - (c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- 4.3 GS1 Australia reserves the right to charge a fee in relation to bank processing charges imposed on GS1 Australia in respect of your payment.
- 4.4 You should check your account statement to verify that the amount debited from your account is correct.
- 4.5 If National Australia Bank Limited A.C.N 004 044 937 ("National") is liable to pay goods and services tax ("GST") on a supply made by the National in connection with this agreement, then you agree to pay the National on demand the amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. Dispute

- 5.1 If you believe that there has been an error in debiting your account, you should notify us directly on telephone number: +61 3 9558 9559 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- 5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.
- 5.4 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

6. Accounts

You should check:

- (a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.
- (b) your account details which you have provided to us are correct by checking them against a recent account statement; and
- (c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

7. Confidentiality

- 7.1 We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2 We will disclose information that we have about you only:
 - (a) to the extent specifically required by law; or
 - (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

8. Notice

If you wish to notify us in writing about anything relating to this agreement, you should write to: GS1 Australia Ltd, Att: Accounts, Locked Bag 2, Mt Waverley, Vic, 3149

- 8.1 We will notify you by sending a notice in the ordinary post to the address you have given us in the Direct Debit Request.
- 8.2 Any notice will be deemed to have been received two business days after it is posted.



Head Office
Axxess Corporate Park
Unit 100/45 Gilby Rd
Mt Waverley VIC 3149
Locked Bag 2
Mt Waverley VIC 3149
T +61 3 9558 9559
F +61 3 9558 9551

Sydney Office
Lakes Business Park
Building 4B, 2-4 Lord St
Botany NSW 2019
Locked Bag 7002
Botany NSW 1455
T +61 2 9700 0933
F +61 2 9700 0820

National Number: 1300 366 033
ABN: 67 005 529 920

www.gs1au.org

JB_564_May 2010